

**MA 166.2 Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: MA 166.2 Title: EXTERNSHIP: MED TRASCRIPT  
 Full Title: Externship: Medical Transcription  
 Last Reviewed: 9/19/2005

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	3.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	3.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.50		Contact Total	166.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 183.75

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 66.2

**Catalog Description:**

Practical experience in hospitals, clinics, offices, or with mentors, to develop medical transcription skills in preparation for entry-level employment as a medical transcriptionist. Emphasis on the ability to function under stress with accuracy, speed, and utilization of resources in challenging medical transcription settings.

**Prerequisites/Corequisites:**

Course Completion of MA 170C ( or MA 71 or MSR 71) and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 160 ( or MA 60 or MSR 60 or MSR 69)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

Must have a negative TB test and immunization clearance.

**Schedule of Classes Information:**

Description: Practical experience in hospitals, clinics, or with a mentor, to develop medical transcription skills. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 170C ( or MA 71 or MSR 71) and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 160 ( or MA 60

or MSR 60 or MSR 69)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Must have a negative TB test and immunization clearance.

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

**AS Degree:**      **Area**      Effective:      Inactive:

**CSU GE:**      **Transfer Area**      Effective:      Inactive:

**IGETC:**      **Transfer Area**      Effective:      Inactive:

**CSU Transfer:**      Effective:      Inactive:

**UC Transfer:**      Effective:      Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Demonstrate the ability, utilizing various formats, to prepare history and physical reports, operative reports, discharge summaries, pathology reports, emergency reports, radiology reports, and other reports and protocols used by hospitals, medical offices, and clinics for patient record preparation.
2. Demonstrate problem solving and critical thinking involved with proper and safe use of equipment, procedures and processes utilized by medical transcriptionists in hospitals, medical offices or with independent medical transcriptionists .
3. Apply principles and skills which have been learned in prerequisite and corequisite courses.
4. Adhere confidentiality and other ethical and legal concepts while working in medical transcription settings.
5. Utilize references, resources, and proofreading to accurately transcribe physician's dictation.
6. Communicate effectively, with cultural sensitivity, with transcriptionists and their supervisors.
7. Demonstrate professionalism in the clinical setting.
8. Keyboard medical reports with greater speed and accuracy through repetition of formats and specialized medical terminology, enhanced listening skills, and familiarity with common phraseology and medical abbreviations.
9. Maintain a transcriptionist's notebook for medical terminology analysis.
10. Utilize current resources and problem-solving techniques to address

- problems encountered by the independent medical transcriptionist.
11. Evaluate various medical transcription occupational settings and opportunities.
  12. Write a resume and cover letter.
  13. Interview competently for a medical transcription position.

### **Topics and Scope:**

- I. Medical Transcription Externship - Medical transcription externship experience in a hospital transcription department, medical office or clinic, or with an independent medical transcriptionist.
  - A. Meet with transcription supervisor to discuss and update transcription task list and to review evaluation process
  - B. Students will be:
    1. practicing within professional/ethical scope of practice for medical transcriptionists
    2. applying concepts and utilizing techniques learned in all previous courses
    3. communicating effectively, with cultural sensitivity, with instructor, supervisor, and transcriptionists
    4. transcribing medical reports that will include some but not all of the following:
      - a. history and physical reports
      - b. operative reports
      - c. discharge summaries
      - d. pathology reports
      - e. emergency reports in a variety of specialty area
    5. developing a transcriptionist's notebook that will include:
      - a. medical terminology
      - b. Internet sites
      - c. other information related to effective medical transcription
    6. demonstrating professional behaviors including:
      - a. dependability
      - b. punctuality
      - c. cooperation
      - d. confidentiality
      - f. appropriate appearance
      - g. interest in and willingness to learn
      - h. initiative
- II. Medical transcription seminars (four 2-hour seminars, one every two weeks for eight weeks)
  - A. Orientation to medical transcription externship
    1. procedures, process, expectations, and evaluation
    2. assigned experience
  - B. Analysis of skills and problem solving related to medical Transcription externship experience
  - C. Resume writing and preparation for employment.
  - D. Preparation for American Association of Medical Transcription certification exams
  - E. Presentations by independent medical transcriptionists and

physical therapist (ergonomics)

III. Computer lab experience - to prepare students for specific clinical experiences

- A. Transcription of medical and surgical dictation for specialty areas and more complex dictations in radiology, family practice, surgery, orthopedics (25 hours)
- B. Correcting copy with keys and reviewing errors with instructor

**Assignment:**

1. Complete the required number of hours, performing a variety of designated medical transcription tasks, during assigned externship in a medical facility under a transcriptionist's supervision or with an independent medical transcriptionist.
2. Maintain a timesheet.
3. Compile a folder of transcription at assigned medical setting for evaluation and demonstration of progress. Include and update your transcriptionist's notebook.
4. Complete 20-40 corrected transcription drafts plus perfect copies of orthopedics, radiology, family practice, or surgery dictation in computer lab (25 hours).
5. Complete a 1-2 page weekly report, including type of transcription, successes and problems encountered, goals for next week and goal achievements and revisions from last week's goals.
6. During seminars, discuss externship experience, participate in problem-solving exercises, roleplay interpersonal conflicts and communication challenges.
7. Complete 1-3 externship experience problem-solving exercises at each seminar.
8. Complete weekly task sheet update with externship supervisor.
9. Meet with instructor and supervisor when requested.
10. Write a resume and cover letter.
11. Role play job interview skills.
12. Participate in final performance evaluation with instructor, Include transcription supervisor's evaluation, timesheet, task sheet, student evaluation of program, and future plans.
13. Adhere to standards of professionalism: dependability, punctuality, cooperation, appropriate appearance, interest in and willingness to learn, and initiative.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Report; resume and cover letter.
----------------------------------

Writing 15 - 20%
---------------------

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Problem solving exercises.

Problem solving  
5 - 10%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

transcription from dictation; role play; evals.

Skill Demonstrations  
50 - 65%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Professionalism and attendance.

Other Category  
10 - 20%

**Representative Textbooks and Materials:**

Materials will be provided in the workplace setting.